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An Equal Opportunity Employer

To: All DWD Employees

From: Charles R. Martindale
Deputy Commissioner/ Controller

Date: April 11, 2003

Subject: DWD Policy 2002 - 33
State Travel Bonuses Policy

Re: All Funding Sources Administered by DWD

Purpose: To inform state employees about the official State of Indiana Policy regarding travel bonuses (Financial Management Circular #97-1.1)

Rescission: DWD Communication #C97P-2000, issued March 14, 1997

Content: Several travel-oriented businesses offer certain incentives for travelers in an attempt to obtain their repeat business. These could come in such forms as frequent flyer miles from airlines, free lodging from hotels, and other premiums, bonuses and compensation.

It is the policy of the State of Indiana, as stated in Financial Management Circular #97-1.1, that any compensation, premium, or bonus earned while a state employee is on state business, becomes the property of the state. For example, if a state employee earns a free night of lodging for staying at a hotel for a certain number of nights, that free night of lodging is the property of the state. **It cannot be used for the employee's personal use.** Since the bonus was given due to lodging while on state business, it must therefore be relinquished to the state by using the free night in the performance of further state business.

Employees who violate this policy will be required to reimburse the State of Indiana in the full amount of the gratuity.

Effective Date: March 24, 2003

Review Date: March 24, 2005

Action: All staff earning travel bonuses, premiums, or any other form of compensation **must** use that earned gratuity in the pursuit of state business. Questions regarding this policy should be directed to Pat Tweedy, Manager of Accounts Payable, at 317-232-7726 or Missy Wolfe, Assistant Manager of Accounts Payable, at 233-6673.

Ownership: Accounts Payable

CRM/MRW: mw